



City of Annapolis
Office of Human Resources
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Position Vacancy Announcement
INTERNAL AND EXTERNAL ANNOUNCEMENT

Position	Stormwater Program Manager	Opening date	July 31, 2024
Department	Public Works – Engineering and Construction	Closing date	August 14, 2024
Salary range	\$86,552	\$160,737 (N16)	

JOB SUMMARY

The Stormwater Program Manager performs complex technical and administrative work related to planning, coordinating, implementing, and overseeing the City's stormwater quality management program. Performs related work as required.

An employee in this classification is responsible for all aspects of the City's Stormwater Management Program including budget, personnel, planning, training, regulatory processes, public outreach, and monitoring program effectiveness. The program involves the development, implementation, and enforcement of the City-wide stormwater and water quality ordinances, programs, and policies, as well as the City's compliance with applicable federal and state stormwater laws, rules, and permits. Work has a broad scope and requires substantial independent judgment and initiative; the work requires considerable programmatic and technical understanding, managerial skills, tact, discretion, and persuasion often involving difficult negotiations to carry out organizational goals and resolve problems. Work is reviewed through written and verbal communications, observation of results achieved, periodic reports, performance appraisals, and advice and assistance on unusual problems.

ESSENTIAL JOB FUNCTIONS

Essential and other important responsibilities and duties may include, but are not limited to the following:

- Oversees, supervises, coordinates, plans, prioritizes, and manages the Stormwater Management Program, the construction of public stormwater infrastructure projects, and related programs, projects, and initiatives. Supervision is exercised over full-time and part-time stormwater program personnel
- Participates in the development and implementation of program goals, objectives, policies, procedures, and priorities; analyzes program requirements and prepares policy recommendations on various City functions and operations pertaining to stormwater regulations; makes necessary changes in procedures to meet regulatory requirements; ensures City-wide compliance with requirements; researches and interprets proposed environmental legislation, lawsuits, and actions by other jurisdictions for potential impact to City-wide programs and policies.

- Maintains a stormwater management program plan which strives to balance the goals of the City's Watershed Implementation Plan (WIP), Chesapeake Bay Total Maximum Daily Load (TMDL) targets, maintenance of existing infrastructure, and a fair and equitable fee structure.
- Coordinates assigned program activities with those of other City departments and staff as well as federal, state, and local agencies to meet program goals and objectives; coordinates data, resources, and work products as necessary and upon request in support of a productive and positive working environment.
- Reviews and approves stormwater project plans and specifications, design, technical documents, and reports ensuring compliance with City technical specifications, design guidelines, and applicable codes and ordinances, as well as applicable state and federal regulations.
- Negotiates, administers, and monitors contracts for activities related to the program area on behalf of the City.
- Oversees construction contractors, inspectors, and maintenance crews in the interpretation of plans and resolution of problems during construction; reviews plans to ensure compliance with original plans and specifications; approves changes to approved plans and specifications.
- Participates in the process of selecting consultants to design various City projects; reviews and manages consultant studies, design, plans, specifications, and related items.
- Manages, develops, administers, and constantly monitors the stormwater management program budget (\$3 to \$4 million annually); tracks expenditures; monitors revenue and investigates other potential funding sources; prepares requests for proposals and purchase orders.
- Ensures compliance with applicable state and federal programs and regulations.
- Prepares short- and long-range plans concerning program area needs; estimates costs of operating and engineering requirements.
- Supervises personnel administration functions of the program area including hiring, training, and providing direction to stormwater management program staff; establishes work priorities; assigns, monitors, and evaluates the work of stormwater management program staff.
- Oversees the maintenance and updating of various databases and filing and recordkeeping systems for the program area; participating in researching and collecting data and information for inclusion into database and recordkeeping systems; conducts surveys; prepares reports for residents, elected officials, management staff, and regulatory agencies.
- Oversees routine Stormwater Geographic Information Systems (GIS) Stormwater data updates to ensure optimum level of accuracy and documentation.
- Develops and implements training, education, and outreach programs for City staff as well as business, residential, educational, and development communities on stormwater quality mitigation/regulations.

- Oversees the tracking and monitoring of all post-construction treatment devices installed in the City; develops educational material regarding maintenance of devices and annual reminders to owners; coordinates follow-up inspections and enforcement actions as needed; researches and reviews new methods and technologies for mitigating stormwater runoff.
- Investigates and schedules response or responds to citizen requests and complaints pertaining to stormwater regulations; determines and implements corrective action; oversees notice of violations and/or citations as required to enforce stormwater regulations.
- Investigates and implements appropriate actions in response to reports of illegal discharges that enter the storm drain system; coordinates with other agencies and obtains outside contractor assistance for necessary cleanup.
- Attends and participates in professional group meetings; maintains awareness of new trends and developments in the program area field; incorporates new developments as appropriate.
- Performs a variety of technical, administrative, and programmatic work in support of the program including serving as a liaison to, coordinating with, and providing staff assistance to City staff, various boards, committees, and commissions, and outside agencies.
- Manages the National Pollutant Discharge Elimination System (NPDES) permit compliance, monitoring and reporting.
- Provides instruction and training to internal stakeholders on pollution prevention and control.
- Performs related tasks as required.

QUALIFICATIONS

Education and Experience

Graduation from an accredited college or university with a Bachelor's Degree in Environmental Sciences, Civil Engineering, Engineering, or closely related field; Extensive (7+ years) of progressively knowledgeable and increasingly responsible experience in stormwater program management or coordination of similar type of program or technical area including experience in delivering stormwater capital improvement projects or an acceptable combination of education, training and/or experience that would provide the required knowledge, skills, and abilities.

Special Qualifications:

Possession of a valid Driver's License or the ability to obtain same within 30 days of employment.

Consent to chemical substance screening consistent with mandated Federal, State, and City guidelines and programs, to include random tests for the detection of drug or alcohol use.

Preferred qualifications:

Master's Degree preferred.

Construction management experience strongly desired.

At least two years of experience in a responsible supervisory capacity.

Previous experience in a local government setting desirable.

Construction Document Technologist (CDT) certification (required to be obtained within 12 months of hire). Federal certifications in stormwater management such as Certified Stormwater Manager (CSM) preferred.

Knowledge, Skills and Abilities:

- Knowledge of the operational characteristics, services, and activities of a stormwater quality management program and related programs, projects, and initiatives;
- Knowledge of the principles and practices of program development and administration;
- Knowledge of standard organizational and management practices as applied to the analysis and evaluation of programs, policies, and operational needs;
- Knowledge of pertinent federal, state, and local laws, codes, regulations, and other legislation regulating stormwater discharges;
- Knowledge of stormwater treatment technologies and practices and environmental science principles;
- Knowledge of sustainability practices within a municipal environment;
- Knowledge of the occupational hazards and standard safety precautions associated with the area of work;
- Knowledge of recent developments, research methods, current literature, and sources of information related to assigned program and service area;
- Knowledge of the principles, practices, methods, and techniques of effective personnel management, budget development and preparation, financial recordkeeping, fiscal administration and analysis, and report preparation and presentation;
- Knowledge of the methods, techniques, and practices used in contract negotiation;
- Knowledge of the methods and techniques used in customer service and public relations;
- Skill in planning, organizing, directing, coordinating, and evaluating the stormwater management program and related programs, projects, and initiatives;
- Skill in developing and administering program goals, objectives, and procedures;
- Skill in preparing, monitoring, and administering program budgets and operating programs within allocated amounts;
- Skill in negotiating and overseeing contracts and agreements related to the program area;
- Skill in operating various types of standard office equipment including but not limited to computers, peripheral devices, and related software and hardware appropriate to assigned duties and responsibilities;
- Skill in providing effective supervision and staff management, including selecting, training, and planning, coordinating, assigning, prioritizing, reviewing, and evaluating the work of employees;
- Skill in utilizing customer service and public relations techniques in responding to inquiries, complaints, and requests;
- Skill in the operation of Geographic Information Systems (GIS);
- Ability to exercise sound, professional, independent judgment and personal initiative in evaluating situations and making decisions in accordance with currently accepted practices of civil engineering, architecture, landscape architecture, and appropriate laws and codes;
- Ability to supervise, direct, and review the work of subordinates while exercising independent judgment;
- Ability to plan and manage work activities for subordinates; maintain discipline; and reinforce positive working relationships;
- Ability to understand the organization and operation of the City, assigned program area, and of outside agencies as necessary to assume assigned responsibilities;

- Ability to understand, interpret, and apply administrative and departmental policies and procedures as well as pertinent federal, state, and local laws, codes, and regulations;
- Ability to stay abreast of changes to federal, state, and local regulations affecting the stormwater management program;
- Ability to effectively represent the City's interests at public meetings related to the program area.
- Ability to identify and respond to community and organizational issues, concerns, and needs;
- Ability to plan, coordinate, manage, and prioritize a number of projects of varying size, type, and scope in an efficient and effective manner under constant pressure and to meet firm deadlines;
- Ability to make recommendations and sound decisions based on established policies and procedures and to be resourceful in managing new situations;
- Ability to establish and maintain various data collection, recordkeeping, tracking, filing, and reporting systems;
- Ability to prepare clear, concise, and accurate technical, administrative, and financial reports;
- Ability to research, analyze, and formulate recommendations, work plans, and activities regarding planning, technical, and administrative issues;
- Ability to organize and prioritize timelines and project schedules in an effectively and timely manner;
- Ability to analyze problems, identify alternative solutions, project consequences of proposed actions, and implement recommendations in support of goals;
- Ability to analyze emergency situations and implement an effective course of action;
- Ability to read and interpret engineering and public works plans, blueprints, specifications, and drawings;
- Ability to understand, and execute complex oral and written instructions;
- Ability to communicate complex and technical information, regulations, and procedures clearly, concisely, and effectively, in verbal, written, and electronic formats;
- Ability to perform general math calculations which may include measurements and conversion rates;
- Ability to delegate authority and responsibility effectively, set clear expectations, hold personnel firmly accountable, and accept personal accountability/responsibility for outcomes;
- Ability to actively listen to and understand information and ideas presented verbally;
- Ability to understand, explain, and fairly and uniformly apply policies and procedures;
- Ability to deal constructively with conflict and develop effective resolutions;
- Ability to work independently and with supervisor and coworkers using teamwork approaches;
- Ability to operate a City vehicle and obey all traffic laws and observe safety regulations; and
- Ability to interact professionally and cooperatively and establish and maintain productive, effective working relationships with City and public officials, associates, contractors, vendors, business owners, developers, the general public, and all those encountered in the course of work.

PHYSICAL/MENTAL DEMANDS

The work is sedentary work which requires exerting up to 10 pounds of force occasionally and/or negligible amount of force frequently or constantly to lift, carry, push, pull or otherwise move objects, including the human body. Additionally, the following physical abilities are required:

- Crouching ability: sufficient to bend the body downward and forward by bending leg and spine.
- Handling ability: sufficient to pick, hold, or otherwise work, primarily with the whole hand.
- Hearing ability: sufficient to perceive the nature of sounds at normal speaking levels with or without correction. Ability to receive detailed information through oral communication, and to make the discrimination in sound.

- Kneeling ability: sufficient to bend legs at knee to come to a rest on knee or knees.
- Lifting ability: sufficient to raise objects from a lower to a higher position or moving objects horizontally from position-to-position. Occurs to a considerable degree and requires substantial use of upper extremities and back muscles.
- Mental Acuity: sufficient to make rational decisions through sound logic and deductive processes.
- Pulling ability: sufficient to use upper extremities to exert force in order to draw, haul or tug objects in a sustained motion.
- Pushing ability: sufficient to use upper extremities to press against something with steady force in order to thrust forward, downward or outward.
- Reaching ability: sufficient to extend hand(s) and arm(s) in any direction.
- Repetitive Motion: Substantial movements (motions) of the wrist, hands, and/or fingers.
- Speaking ability: sufficient to express or exchange ideas by means of the spoken word including the ability to convey detailed or important spoken instructions to other workers accurately and concisely.
- Standing ability: Particularly for sustained periods of time.
- Stooping ability: sufficient to bend body downward and forward by bending spine at the waist. Occurs to a considerable degree and requires full motion of the lower extremities and back muscles.
- Visual ability: sufficient to effectively operate standard engineering office equipment; ability to read and write reports, correspondence, instructions, etc.
- Walking ability: sufficient to move about on foot to accomplish tasks, particularly for long distances or move from one work site to another.

WORKING CONDITIONS

Work is performed in a dynamic environment that requires the need to be sensitive to change and responsive to changing goals, priorities, and needs.

APPLICATION PROCESS

Candidates must complete a City of Annapolis application form online at:

<https://www.annapolis.gov/237/Jobs-with-the-City>. A paper application is also available by emailing a request and returning the completed application to HR@annapolis.gov.

All qualified applicants will receive consideration for employment, without any consideration of political or religious affiliation or belief, race, color, sex, age, family status, national origin, marital status, disability, veteran status, genetic information, sexual orientation, or gender identity. The City of Annapolis is an Equal Employment Opportunity/ADA Compliant Employer.